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ER6-8961-7 File
5 April 1955

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Efficient Use of Assessment and Evaluation Staff
Testing Services

1. The demand for Assessment and Evaluation Staff testing services, particularly the Professional Employee Test Battery (PETB), has increased to the point where it is overtaking existing facilities. In order to fully utilize these facilities, it is necessary to request full cooperation in the observance of the following policies:

a. Starting Time for Testing: Starting time for testing is 0830 hours.

(1) As soon thereafter as the group is organized, testing will begin and late arrivals will not be admitted into the room.

b. Scheduling for Testing: Testing is by appointment only, through calling extension 8322.

(1) Unscheduled persons will be admitted into the testing room only after properly scheduled persons are accommodated. Unscheduled persons will be turned away whenever scheduled arrivals fully occupy the available testing space. It should be noted, too, that the failure of scheduled persons to report for testing means that full advantage is not being taken of testing facilities.

2. Normally, failure to take part in the testing program means that the individual will not be admitted to training courses for which testing is a prerequisite. Where there is a real need, e.g., training course must be completed by a certain date in order for the individual to go overseas, exception to the above policy will be made under the following conditions:

a. Testing will be deferred until after completion of the training course.

b. The Training Evaluation Report will not be forwarded until the person has been tested.

3. For the exception indicated in paragraph 2 to be made, the Staff Training Officer should call [REDACTED], ext. 8307. Commencing 15 April 1955, the Office of Training will adhere strictly to the above outlined policies and procedures.

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MATTHEW BAIRD

Director of Training